

TWYFORD PARISH COUNCIL

Minutes of a meeting of the Neighbourhood Plan Sub-Committee at Stanlake Pavilion, Twyford on Tuesday 1st February 2022 at 7:00pm.

Present: Mrs B Ditcham (Vice-Chair), Mrs E Ashley, Mr M Alder, Mr J Jarvis & Mr R Mantel.

Minutes: Mrs Lynn Povey (Assistant Clerk).

1. **Public Questions.** None.
2. **Apologies.** Mr R Abeywardana & Mr C Wickenden.
3. **Declaration of interest in items on the agenda.** None.
4. **Dispensations.** None.
5. **Matters arising & action points.**
 - 5.1 Update/Feedback on the Working Group team's progress. Mr B Ditcham gave an overview of the Neighbourhood Plan Working Group Meeting held 31/01/22. Minutes of meeting circulated and can be found on the Twyford Parish Council website.

NOTE: Mrs B Ditcham notified the Committee of the following grant information from Mr C Wickenden – The last date for grant submissions was the 31st January 2022. An application for additional monies has not been submitted as it is not clear at this present time what funds we will require. Should grant applications become available again in March, we can look at applying for additional funds at this point. Alternatively, the Committee can consider asking the Full Council for support.

- 5.2 Actions resulting from events (Upload of event material to website & generation of a QR Code). Actions completed. Noted.
- 5.3 Public Consultation Event (Thursday 10th March) – Assistant Clerk to report on venue availability. Assistant Clerk gave an overview of the discussions at the Working Group meeting (31.01.22) and confirmed the wish to hold the Public Consultation Event at St Mary's Church. Assistant Clerk to offer the use of Stanlake Pavilion to the Brownie Unit that uses St Mary's on a Wednesday evening to enable an earlier set up time.
- 5.4 Resident Correspondence – Local Plan Update and Bridge Farm (circulated). Assistant Clerk directed the resident to the WBC website for both the Local Plan Update and to view the comments submitted by Twyford Parish Council regarding Bridge Farm. Assistant Clerk also directed the resident to the Parish Council website for information on the Neighbourhood Plan. Secondary correspondence received from resident (circulated). Third item of correspondence received from resident (copy of letter sent to WBC) (circulated). Noted.
6. **Budgets & Expenses.**
 - 6.1 For Approval – Cost of Banners (Need a Banner (8ft by 3ft – quantity 8)) - £416.86. It was proposed by Mr J Jarvis and seconded by Mr M Alder for the Assistant Clerk to order the banners with the wording agreed within the Working Group meeting 31.01.22. Motion carried 3 in favour, 1 against.
 - 6.2 To consider a budget of £200-£300 for the Public Consultation Event (Hall Hire, Refreshments & any professional services). It was proposed by Mr J Jarvis and seconded by Mr M Alder for expenditure of up to £300 to be used for the event. Motion carried 3 in favour, 1 against.
 - 6.3 Freepost – Annual Renewal £99.50. It was proposed by Mr J Jarvis and seconded by Mr M Alder for the Clerk to renew Freepost. Motion carried 3 in favour, 1 against.
7. **Approval of Minutes:**
 - 7.1 **Minutes of the Working Group meetings held on the 29th November 2021 & 10th January 2022.**

Approval of both sets of Working Group minutes proposed by Mr J Jarvis & seconded by Mrs E Ashley. Motion carried unanimously.
 - 7.2 **Minutes of the Sub-Committee meeting held on the 2nd December 2021.**

Approval of the minutes proposed by Mr J Jarvis & seconded by Mrs E Ashley. Motion carried unanimously.
8. **Correspondence circulated by email:**
 - 8.1 WBC – Council leader urges planning reform for fairer housing numbers (circulated).
 - 8.2 WBC – Millions in housing money to be spent on schools, roads, leisure centres and more

(circulated).

8.3 WBC – Common concerns about our Local Plan Update (circulated).

8.4 WBC – New homes must be built in borough to meet Government requirements (circulated).

The above items of correspondence were noted.

9. Date of next meeting:

Working Group – 28/02/22 (19:30) via Zoom.

Sub-Committee – 01/03/22 (19:00), Stanlake Pavilion.

The above meeting dates and times were noted.

Meeting Closed at 19:33